

# Your Rights and Responsibilities While Filing for Unemployment Compensation

Make sure you read and understand the following information. When you file your first weekly claim for benefits, you will be asked whether you have read and understand the information provided below. By answering “yes” you will be agreeing that you understand what is required of you while filing for and receiving unemployment benefits. Please be sure to read the enclosed claimant handbook for additional information.

## Your Rights

Unemployment insurance is provided to eligible individuals who become unemployed through no fault of their own. You have the right to file a claim for unemployment benefits if you are unemployed and benefits will be paid provided you meet all eligibility requirements. You also have the right to ask questions relating to your unemployment eligibility and benefits and to appeal any decisions made by the Vermont Department of Labor which deny or reduce your eligibility for benefits.

## Your Responsibilities

**Note: the responsibilities that follow are important. If you fail to comply with any of the following you may be required to repay any benefits awarded.**

You **must** use your own Social Security Number (SSN) and establish a Personal Identification Number (PIN) to file by phone or internet. You **must not** give your SSN and PIN to any other person to file a claim for you.

To keep your claim open, you **must** file a weekly claim for benefits, by calling, toll free, 1-800-983-2300 or by internet at <http://www.labor.vermont.gov>. If you fail to file a weekly claim, it will be necessary to reopen your claim the next time you file a claim and you probably will not be paid benefits for the week(s) you did not file on time.

You **must** file your weekly claim within 14 calendar days of the end of the week that you are unemployed. Failure to do so may result in a denial of benefits for any claim not filed within the required timeframe.

You **must** file a claim for benefits for each week even if you are waiting for a determination of eligibility or if your claim is under appeal.

You **must** inform the department if you receive vacation pay, personal pay, severance pay or wages in lieu of notice, a back pay award or settlement, temporary workers' compensation or any pension after you are unemployed.

If you work while filing claims for unemployment benefits, you **must** report the number of hours you work each week and the gross wages (before deductions) earned in employment during each week they are **earned**, not when paid.

You **must** inform the department if you are no longer able to work, are not available for work or if you refuse a job referral from a Vermont Department of Labor (VDOL) Resource Center.

If you have a return to work date with a specific employer, you **must** remain available for work and be willing to accept suitable work if offered.

You **must** notify the department if you have a definite return to work date and if it changes.

If so directed, you **must** look for work and keep track of your work search.

You **must** inform the department if you refuse an offer of “suitable work”.

You **must** inform the department if you become ill or disabled while filing for benefits.

You **must** inform the department if you become or plan to become self-employed.

You **must** inform the department if you are temporarily away from the address you reported when you filed your initial claim due to personal reasons during a week or part of a week in which you intend to file for unemployment benefits.

You **must** inform the department if you plan to move from the address where you were living when you filed your initial claim.

If you move to another state you **must** register for work in the state to which you move.

You **must** notify the department if you worked for a school district and receive notification from that employer that you will return to the same or similar position during the next academic term, **or** if you receive notification that your contract will not be renewed for the next academic term.

You **must not** file for benefits following the first week you return to work full time.

You **must** report to a VDOL Resource Center for reemployment services if so directed.

*It is against federal and state law for the Vermont Department of Labor, as a recipient of federal financial assistance, to discriminate against protected groups.*

*If you believe you are a member of a protected group and that you have been subjected to discrimination, you may file a complaint in accordance with the complaint process as outlined on the inside back cover of your Claimant Handbook.*

### **Equal Opportunity is the Law**

The State of Vermont is an Equal Opportunity/Affirmative Action Employer. Applications from women, individuals with disabilities, and people from diverse cultural backgrounds are encouraged. Auxiliary aids and services are available upon request to individuals with disabilities. 711 (TTY/Relay Service) or 802-828-4203 TDD (Vermont Department of Labor).

Interpretative services are available for limited English proficiency customers. For more information please visit: <http://www.dol.gov/oasam/programs/crc/ISpeakCards.pdf>